



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

and
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380

IN REPLY REFER TO

OPNAVINST 11320.25B
OP-09F
CMC(LFF-2)
25 June 1984

OPNAV INSTRUCTION 11320.25B

From: Chief of Naval Operations
Commandant of the Marine Corps

Subj: REPORTING OF FIRES AND RELATED EMERGENCIES AT NAVAL SHORE ACTIVITIES
AND MARINE CORPS FACILITIES

Ref: (a) SECNAVINST 5100.10E (NOTAL)
(b) MCO P 11000.11A (NOTAL) (R)
(c) OPNAVINST 5100.8F (NOTAL) (R)
(d) OPNAVINST 5102.1A (NOTAL) (R)
(e) OPNAVINST 3750.6N (NOTAL) (A)
(f) Navy Regulations, 1973
(g) NAVMATINST 11320.5A (R)

Encl: (1) DOD 6055.7-M Fire Incident Reporting Manual (A)

1. Purpose. To implement enclosure (1) which establishes fire reporting requirements and procedures for Military Departments, including Navy shore activities and Marine Corps activities. (R)

2. Cancellation. OPNAVINST 11320.25A and Report Symbols OPNAV 11320-4 (MINIMIZE CONSIDERED), OPNAV 11320-5, OPNAV 11320-6 are cancelled.

3. Background. Reference (a) states that ultimate responsibility for the Department of the Navy Safety Program is vested in the Secretary of the Navy, and that the Chief of Naval Operations and the Commandant of the Marine Corps are delegated responsibility for direction and supervision of the Navy and Marine Corps Safety Programs, respectively. Reference (b) outlines the Marine Corps Fire Protection Program and provides for a joint Navy and Marine Corps fire reporting system. Reference (c) assigns the Chief of Naval Material responsibility for all aspects and measures related to the Navy's prevention, detection, control and extinguishment of fires. Reference (c) also assigns the Commander, Naval Safety Center responsibility for advising and assisting the Chief of Naval Operations in promoting, monitoring and evaluating the Safety Program. In addition, COMNAVSAFECEN is charged with development of the reporting system and maintaining the repository for all data related to safety of operations. Commanding Officers of ships and submarines are guided by reference (d) in reporting shipboard fires. Fires which were previously reported by aircraft crash and rescue departments under NAVAIRINST 11135.1A will be reported in accordance with this instruction and enclosure (1). Reference (e) contains instructions for reporting naval aviation mishaps. (R)



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4. Reporting Requirements

a. Reports

R) (1) A priority message report (Report Symbol 1564-FEM-AN) is to be made within 24 hours whenever a fire occurs at a Navy or Marine Corps activity that is within the property scope of reference (b) or (g) and causes damage of \$100,000 or more, or is of unusual origin, or results in loss of life or serious injury to personnel. These losses include fires involving Navy/Marine Corps property occurring at or involving (a) shore installation; (b) industrial reserve facilities; (c) equipment/inventory on private property; (d) ships in port undergoing overhaul, conversion or repair; (e) ships, boats and barges in port where primary firefighting effort is provided by a shore based fire department; (f) parked aircraft. The message report should include a request for investigation by the cognizant NAVFACENGCOM Division Fire Protection Engineer and Fire Marshal in accordance with reference (g). Message reports shall be followed by the DOD Fire Incident Report described in enclosure (1).

R) (2) DOD Fire Incident Report and DOD Summary No Loss Fire Emergencies Report will be submitted as required by enclosure (1).

b. Routing

(1) Message Reports

(a) Navy

1. Action to cognizant major claimant or superior in the chain of command as appropriate.

R) 2. Information addressees

- a. CNO
- b. CHNAVMAT
- c. NAVFACENGCOM
- d. Superiors in the chain of command
- e. Naval Safety Center
- f. Cognizant NAVFACENGCOM field division

(b) Marine Corps

1. Action to

- a. CMC (Code LFF-2 and/or Code ASL-44, as appropriate)
- b. Cognizant EFD of the NAVFACENGCOM
- c. CINCPACFLT, Pearl Harbor, HI 96860, as appropriate

2. Information addressees

- a. CNO (OP-44)
- b. NAVSAFECEN
- c. Superior in the chain of command

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- d. CHNAVMAT (04F)
- e. NAVFACENGCOM (04F and 10F)
- f. Cognizant naval district commandant

(2) DOD Fire Incident Report and DOD Summary No Loss Fire Emergencies (R)
Report.

(a) Original to Commander, Naval Safety Center, Naval Air Station,
Norfolk, VA 23511-5796.

(b) Copy to:

- 1. Cognizant NAVFACENGCOM field division, two copies.
- 2. Commandant of the Marine Corps (Code LFF-2 and/or Code (R)
ASL-44, as appropriate), one copy, (for Marine Corps fires only).
- 3. COMNAVAIRSYSCOM, one copy (only DOD Fire Incident Reports (A
involving aircraft).
- 4. Activity at which fire occurred when primary firefighting
support is provided by another command. (Only DOD Fire Incident Report)

(3) All addressees of the message report required by 4A(1) above (R)
will be provided information copies of the follow-on DOD Fire Incident
Report.

5. Naval Safety Center Investigation. Commander, Naval Safety Center, (R)
may conduct concurrent, independent investigation of a fire or fires in
addition to either a JAG Manual Investigation or the joint technical investi-
gation required by reference (b). Area Fire Marshals/Division Fire Protection
Engineers may, during the course of a joint technical investigation, request
assistance from the Naval Safety Center in the event that unusual circumstances
or conditions are found that indicate that such assistance would enhance the
investigation.

6. Action

a. Commanding Officers, Commanders and Officers in Charge of shore (R)
activities or facilities having a fire which meets the criteria outlined
in paragraph 4a(1) will submit the required message report.

b. Commanding Officers, Commanders and Officers in Charge of shore (R)
activities or facilities having a fire or related emergency will submit the
appropriate DOD Fire Incident Report as required by enclosure (1).

c. Commanding Officers, Commanders and Officers in Charge of shore (R)
activities or facilities that maintain a fire department will submit a DOD
Summary No Loss Fire Emergency Report as required by enclosure (1). Industrial
reserve facilities are exempt from the No Loss reporting requirement.

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7. Effective Date. The contents of this instruction are effective 1 July 1984.

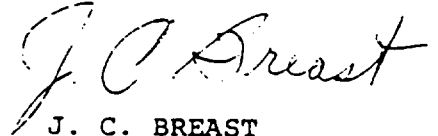
8. Reports and Forms.

a. Symbol 1564-FEM-AN (5100) applies to the Fire Message Report required in 4a(1). This report is approved for three years from the date of this directive.

b. DD Form 2324, SN 0102-LF-002-3240 and DD Form 2324-1, SN 0102-LF-002-3245 will be available from the Navy supply system.



GEORGE B. CRIST
Lieutenant General, U.S. Marine Corps
Deputy Chief of Staff for
Installations and Logistics



J. C. BREAST
By direction

Distribution: (See page 5)

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